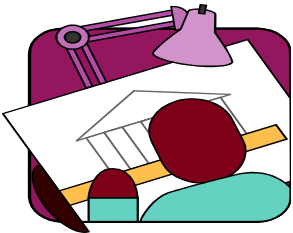




Moorhead Memo

July 21, 2004

Editor: Larry L. Ridgway



Moorhead Modernization Update

Gina M. Waring

The Moorhead Modernization project team met with tenant agency representatives on July 13 and provided a detailed update on the project status. Since beginning the modernization work on the Moorhead Building in April, we have successfully completed asbestos removal on floors 24 and 25. We have also isolated and begun asbestos removal on floors 21 through 23. To ensure the safety of our tenants, we have been continuously monitoring the air both within and outside the isolated areas. Air samples have been good and do not indicate any problems.

While work progresses on Phase I of the project, we continue our design work for the modernization of floors 1 through 12. On July 27 and 28, the project team will be meeting with representatives of agencies to be located on floors 1 through 12 for a 70% design review. This is an important milestone and your collaboration in this 70% design review is essential to ensuring your requirements are met.

We appreciate the continued cooperation of those agencies scheduled to move during Phase I of the modernization as their moves are crucial to the start of Phase II in February 2005. For your convenience, a complete forecast of agency moves, as well as copies of our routine air sample reports, can be found at www.gsa-projects.com by visiting the "Moorhead Modernization" section.

The next Tenant Meeting is scheduled for Tuesday, August 3, and the project team will be available to provide tenant agency representatives with an update on the status of the project and answer any questions.

Please feel free to contact GSA Project Manager Mike Ryer at (215) 446-4604 or mike.ryer@gsa.gov with any questions or concerns regarding the modernization project.



WILLIAM S. MOORHEAD FEDERAL BUILDING Building Modernization Underway!

THE PROJECT

Built in 1964, the William S. Moorhead Federal Building is home to 47 federal agencies and more than 2,500 occupants. The U.S. General Services Administration has awarded a \$53.8 million contract to Burchick Construction Company

Inc. of Pittsburgh for the modernization of the facility. The modernization will include:

- Overhaul of the Heating, Ventilating, and Air Conditioning Systems
- Upgrade of the electrical system
- Upgrade of the fire alarm system
- Renovation of the restrooms including plumbing and handicapped accessibility
- Asbestos Abatement
- Space Renovations to offices throughout the facility

PROJECT SCHEDULE:

<u>Construction Phase</u>	<u>Start</u>	<u>Completion</u>
Phase 1: Floors 21-25	April 2004	January 2005
Phase 2: Floors 19-20	February 2005	September 2005
Phase 3: Floors 12-18	October 2005	October 2006
Phase 4: Floors B2-6	November 2006	September 2007
Phase 5: Floors 7-11	October 2007	August 2008

Visit our website at www.gsa-projects.com for updates on our progress

We're Modernizing This Facility to Better Serve our Tenants and Visitors





THE VIEW FROM MY WINDOW

By Rick Murphy

Property Manager

KEEP OFF THE CONSTRUCTION FLOORS

Our project contractor has advised us that they have encountered unauthorized personnel on the closed top three floors of the building. This is a construction area and NO ONE except construction personnel, GSA mechanical staff, and the project management personnel are permitted on these floors. For your safety and the safety of the construction, please keep off the closed construction floors.

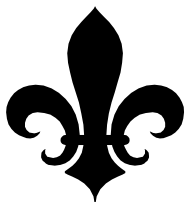
Unauthorized personnel found on these floors will be subject to penalties established by the Federal Property Management Regulations. This can include removal from the property. I am certain that you do not want to try to explain to your boss why you could not return to work from your break because you were roaming in the construction areas.



MOVING ON

I am sure everyone has heard that the Moorhead has lost a few tenants and will lose a few more before all the moves are finished. These moves are necessary so that the major renovation project of the Moorhead can move forward.

The Immigration Service and US Customs Service moved to their new location at 3000 Sidney Street on the South Side of Pittsburgh in April. Our friends at the Defense Contract Management Agency have moved to the VA Hospital Complex on Highland Drive in the East End of Pittsburgh. Senator Specter's Office has moved to their new location in the Regional Assets Tower, located on Sixth Avenue in Downtown Pittsburgh. When the project is completed in 2008, they will not return to the Moorhead Federal Building.



SCOUTING FOR FOOD DRIVE A SUCCESS

GSA, in conjunction with the Greater Pittsburgh Council of the Boys Scouts of America, sponsored the annual Scouting For Food Drive in the Federal Building. During April 2004, collection boxes were placed in the building lobby during the drive. Because of the compassionate contributions made by the

tenants in the federal building, over 1200 pounds of food was collected. Thank you! Your generosity will make a difference in stopping hunger.



ON ANOTHER NOTE

Again, we need to address the notices that are posted on the marble or wall covering in the elevator lobbies and throughout the halls of the building. These notices not only distract from the building's decorum, but also cause damage. The tape is very difficult to remove from the marble. When it is removed from other surfaces, the painted wall or the wall covering is damaged. In many ways, it starts to resemble graffiti.

We recognize that it is important to notify the building occupants about these worthwhile programs, but we question the method. We provide many other options. Agency representatives wishing to post a notice should contact GSA for use of the electronic bulletin board in the lobby. You also have the option to use the FEB bulletin board on the cafeteria level. Finally, we have installed message boards in all of the elevators for your use. Therefore, please do **not** post notices on the walls or marble in the public space.

For those who continue to post the notices, our policy will be to remove these notices. All GSA employees have been instructed that if they observe this practice occurring, they are to remove the notice immediately.



West View VFW

Says "Thank You" to all the people who donated money to our veterans in the VA Hospitals. They collected \$297.29 in the two hour lunch period.

Ed Praskovich
Maintenance Technician

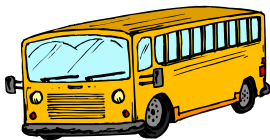


BACKGROUND CHECKS ARE A MUST

*Rick Murphy
Property Manager*

One of the main areas of concern for GSA is building security and the safety of the personnel in our buildings. As the government begins to hire more outside contractors, we need to be vigilant about the people we grant unsupervised access to controlled spaces within the buildings. The DOJ Vulnerability Assessment and subsequent GSA Orders require that all contract personnel undergo a Federal Protective Service Background investigation prior to entering GSA/Federally controlled space to perform contracted work. Simply put, any contractor hired to work any federal building needs to be fingerprinted and fill out a statement of personal history before they will be given unescorted access to our space. This rule applies to any contractor hired on a recurring basis. Contractors, who do not fall under this rule, must be escorted to and from the work location and the escort must also remain with the contractor while they perform their task. Many agencies hire contractors to work in their space and these contractor need to access GSA equipment. The contractor shows up at our front desk, identifies that he is doing work for one of our building tenants, and asks for a key to a phone/electrical closet or mechanical space. We will no longer just hand over the keys. Any agency wishing to have contractors work in GSA space, must provide an escort or have the contractor submit to a personal check. Please do not ask us to overlook this regulation and thank you for your cooperation.

Don't forget that I am always seeking your input on how to make the Moorhead Federal Building a better place to work. If you have an idea or concern, please call me at 412-395-4823



School is out for the summer! Please remember to watch for children as you move about the city in your car.



Plaza Landscape

Doug Baker
Property Manager

Hopefully most of you have noticed the plaza landscape has been spruced up. This year GSA has tried a different approach. In the past there has been a landscape contractor performing regular maintenance. Because tax payers were not getting their money's worth GSA has contracted with a local landscaper to come in one time do what's needed for a lesser amount and let our Goodwill people take over the watering chores from now on. And in the future if any additional mulch or planting is needed we will have the landscaper back again and still not spend as much as last year.



HUNGRY
Visit the Federal Server
Located on the 2nd floor Moorhead
Federal Bldg

Stop by and try some of our new item's that are consistent with a
Low Carb Diet!

New Lower Carb Deli Bread
No Carb Blueberry Arizona Tea
And New "Your Health Your Way" Menu Items!

See our Menus @
www.Pittsburgh.feb.gov

Would you like the menu e-mailed to your office or home? Please send us a note at:
gsa-pittsburgh-foodpa@sodexhoUSA.com

Or call: 412-261-3660 Voice 412-261-2049 Fax

